



City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
Wayne J. Franklin, Mayor Pro Tem
Bob Higley, Councilmember
Kellye Burke, Councilmember
Mardi Turner, Councilmember

STAFF

M. Christopher Peifer, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

City Council Meeting Agenda

Notice is hereby given of a workshop and regular City Council meeting of West University Place to be held on **Monday, July 9, 2018** beginning at **5:30 p.m.** in the **Municipal Building** located at 3800 University Boulevard, West University Place, Texas, for the purpose of considering the following agenda items

Note: All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

WORKSHOP (5:30 p.m. in the Bill Watson Conference Room)

Call to Order

Workshop item is as follows:

1. Employee Benefits Consultants

Matters related to hearing presentations from two consulting firms in regards to the City's Employee Benefits. ***Mr. James Urban, Human Resources Director***

REGULAR MEETING (6:30 p.m. in the Council Chambers)

Call to Order

Pledge of Allegiance

Matters related to the notice of this meeting

Regular agenda items are as follows:

2. Public Comments

This is an opportunity for citizens to speak to Council relating to agenda and non-agenda items. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer his/her comments until such time the item is discussed. Speakers are advised that comments cannot be received on matters which are the subject of a public hearing once the hearing has been closed. Public comments must be kept relevant to the subject before the Council. The presiding officer shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, or slanderous remarks may be barred by the presiding officer from further comment before the Council during the meeting. Speakers are required to register in advance and must limit their presentations to three minutes each.

3. Hazard Mitigation Applications

Matters related to an agreement with DCMC Partners for assistance in the development of Hazard Mitigation applications related to Buffalo Speedway and Auden Street drainage projects. *Recommended Action: Approve agreement with DCMC Partners for assistance in the development of Hazard Mitigation applications in an amount not to exceed \$105,049.00. Mr. Aaron Taylor, Fire Chief* [see Agenda Memo 3]

4. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. City Council Minutes

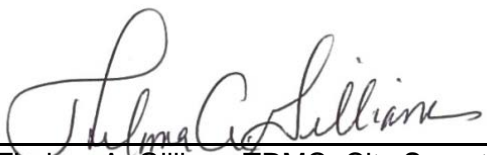
Approve City Council Action Minutes of June 25, 2018. *Recommended Action: Approve Minutes. Ms. Thelma Gilliam, City Secretary* [see Action Minutes]

5. Adjourn

In compliance with the Americans with Disabilities Act, if you plan to attend this public meeting and you have a disability that requires special arrangements, please contact City Secretary Thelma Gilliam at 713.662.5813 at least 24 hours prior to the meeting so that reasonable accommodations can be made to assist in your participation in the meeting. The Council Chambers is wheel chair accessible from the west entrance and specially marked parking spaces are available in the southwest parking area. Special seating will be provided.

I certify that the attached notice and agenda of items to be considered by the West University Place City Council on July 9, 2018 was posted on the Municipal Building bulletin board on July 5, 2018 at approximately 3:00 o'clock p.m.

(SEAL)



Thelma A. Gilliam, TRMC, City Secretary

AGENDA MEMO
BUSINESS OF THE CITY COUNCIL
CITY OF WEST UNIVERSITY PLACE, TEXAS

AGENDA OF:	July 9, 2018	AGENDA ITEM:	3
DATE SUBMITTED:	June 29, 2018	DEPARTMENT:	Fire Department
PREPARED BY:	Aaron Taylor, Fire Chief / EMC	PRESENTER:	Aaron Taylor, Fire Chief / EMC
SUBJECT:	Hazard Mitigation Applications – Task Order 1		
ATTACHMENTS:	1. WestU Task Order 1 HM Drainage Apps Development 2. Notice of Intent Form – Buffalo Speedway Project 3. Notice of Intent Form – Auden Street Project		
EXPENDITURE REQUIRED:	Yes		
AMOUNT BUDGETED:	None		
ACCOUNT NO.:	101-2010-74090 Other Contracted Services		
ADDITIONAL APPROPRIATION REQUIRED:	N/A		
ACCOUNT NO.:	N/A		

EXECUTIVE SUMMARY

On May 14, 2018 the City awarded the bid for grant management services to DCMC Partners. Task Order 1 will authorize DCMC Partners to begin developing applications for the Hazard Mitigation Grant Program (HMGP) for the Buffalo Speedway and Auden Street drainage projects. The actual cost of services will be based on the contracted hourly rates and expenses of DCMC staff for an amount not to exceed \$105,049.

While the City submitted Notice of Intent forms for five potential HMGP projects, this task order will authorize DCMC Partners to begin work on the two highest priority projects. Additional task orders will follow for the remaining 3 projects.

The cost for these services will be reimbursed pending approval of the project at the rate consistent with the grant funding for which it applies.

The City Attorney has reviewed and approved the contract as to legal form.

RECOMMENDATION

Staff recommends City Council authorize the City Manager to execute Task Order 1 with DCMC Partners.



June 25, 2018

Gerado Barrera, General Services, Superintendent
City of West University Place
3826 Amherst
West University Place, TX 77005

Dear Mr. Barrera –

On behalf of DCMC Partners, I am pleased to provide you with this task order for Hazard Mitigation application development. This task order is based on the recently awarded contract between West University Place and DCMC, LLC (dba DCMC Partners), signed May 30, 2018.

DCMC Partners is a crisis management and public safety consulting firm that helps public and private organizations approach the unknown with confidence. Our firm brings extensive experience managing and implementing the FEMA Public Assistance (PA) and Hazard Mitigation Grant (HMGP) programs, including helping clients across the country obtain and keep well over \$21 billion in FEMA funding, plus billions more from other Federal agencies and insurance. We have managed recovery efforts and solved many of the most challenging and complex problems standing in their way, securing literally billions of dollars more assistance for our clients than FEMA originally offered through our efforts. DCMC Partner has an extensive background working with municipalities to develop public assistance claims. Currently, members of the DCMC Partners are currently working with impacted communities throughout Texas.

DCMC Partners understands the City of West University Place is seeking technical assistance in the development of Hazard Mitigation applications based on the Notice of Interest (NOI) submitted to the Texas Division of Emergency Management. To support this need, DCMC proposes engaging one of our Senior Recovery Specialists, Rick Patterson, as your point of contact to manage the work. Additionally, DCMC Partners will provide a technical assistance liaison to gather the documentation related to these drainage projects, assist in the development of the application and the benefit cost analysis, and provide technical assistance on behalf of the City in working with TDEM and FEMA.

To provide the services and deliverables described above, DCMC Partners proposes a cost not to exceed \$105,049.00. This estimate is based on the typical application development costs associated with projects of this size and complexity. The estimated fess for application development are less than 1% of the West University developed budget for these projects and are a reimbursable cost to the grant if awarded by FEMA. We have attached a budget and timeline, utilizing the rate sheet contained in our proposal, plus necessary expenses associated with our staff travel. This task order engagement will be for 4 months starting July 1, 2018. DCMC will only bill for work actually performed, and as always, DCMC will charge any expenses incurred to the City without any mark-up.

DCMC Partners appreciates the opportunity to support the City of West University Place with its recovery efforts from Hurricane Harvey. After you have considered this proposal, we would be happy to discuss any questions you

may have. We want this engagement to work and to be successful for the City, in hopes of establishing and maintaining a long-term relationship into the future. If you would like to discuss this proposal, please contact me.

Sincerely,



Andrew R. Sachs, Partner

DCMC Partners

dsachs@dcmcpartners.com

(207) 449-1280 office

(207) 699-7005 cell

ENGAGEMENT AUTHORIZATION

By signing below, City of West University Place (“Client”) agrees to the described scope of work and authorizes DCMC, LLC (d.b.a. DCMC Partners – “Consultant”) to proceed with work necessary under this engagement. The signatory also stipulates that he/she is authorized to sign on behalf of Client and to commit the necessary funds to pay for completion of the project.

Authorized Signature

Printed Name

Title

Date

West University Place Hazard Mitigation

Task Order # 1 HMGP Application Development Buffalo SPWY and Auden Street Drainage



CONTRACT TITLE	HOURLY RATE, PER CONTRACT	ESTIMATED HOURS FOR BUDGETING PURPOSES												EST. LABOR COST	EST. EXPENSES	TOTAL COST
		Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19			
Senior Advisor	\$ 158.00		1	1	1									\$ 474.00		\$ 474.00
Project Manager	\$ 155.00		25	25	15									\$ 10,075.00	\$ -	\$ 10,075.00
Technical Assistance Liaison Operations	\$ 134.00		200	160	0								0	\$ 48,240.00	\$ 12,060.00	\$ 60,300.00
Technical Assistance Liaison Financial	\$ 134.00													\$ -	\$ -	\$ -
SME (Hazard Mitigation)	\$ 144.00		80	80	20	10							0	\$ 27,360.00	\$ 6,840.00	\$ 34,200.00
Appeals Specialist	\$ 300.00												0	\$ -	\$ -	
TOTAL																
														\$ 86,149.00	\$ 18,900.00	\$ 105,049.00

The staffing plan and budget described above is hereby approved by the City of West University Place ("Client"), and DCMC Partners ("Consultant") is hereby authorized to continue and complete necessary work per terms of the contract between Client and Consultant. Labor and expenses are only estimates, and will only be billed as required for the project. It is understood that additional Task Orders may be required, depending on the level of engagement requested by the client, complexity of the work to be done, and duration of the recovery project.

Signature

Printed Name

Title



Texas Division of Emergency Management Recovery, Mitigation and Standards

Texas Hazard Mitigation Grant Program (HMGP) Notice of Intent (NOI) Form

FEMA Disaster #: DR-4332 Date: 02/19/2018

Applicant: City of West University Place

City: City of West University Place County: Harris State: TX

NOI Point of Contact (POC)

Name: Aaron Taylor Title: Fire Chief/ EMC

Phone: (713) 662-5836 Mobile: (832) 754-3933 Fax: (713) 662-5303

Email: ataylor@westutx.gov

Mailing Address

Street Address: 3800 University Blvd.

City: Houston State: Texas Zip: 77005

Assessment

Mitigation Action Plan (MAP) approval date: 07/27/2015

If NOT approved – Date submitted to State: _____

Is this specific project identified in the MAP? Yes

If YES, provide the page location of measure in MAP: Appendix A, 559

If NO, is this type of project identified in the MAP? N/A

Is Community in good standing with NFIP? Yes

Project Proposal

Estimated Project Cost: \$ 14,000,000.00

(Please provide a researched estimate for the total cost of the project.)

Funding Method for 25% Match:

Future bond funds

Proposed Project Area:

Improvements to the existing storm sewer drainage system along the Buffalo Speedway Corridor beginning at Bissonnet Street running south through the City of West University to Holcombe Blvd, continuing south through the City of Houston to St Vincent De Paul Catholic Church (St. Vincent), then west through an existing drainage easement located in the St. Vincent soccer field, and outfalling into Poor Farm Ditch (HCFCD Unit D111-00-00).

Damage History Related to Project:

This drainage system does not have the sufficient capacity to convey a City design storm (City of Houston two-year storm event). Structures flooded during previous disasters including Tropical Storm Allison (2001), Hurricane Ike (2008), Memorial Day Flood (2015) and Hurricane Harvey (2017). Damage mapping of flooded homes in West University show approximately 70% of homes that flooded during Hurricane Harvey drained to Buffalo Speedway storm sewer system. Funding of this project would increase the drainage capacity and reduce the potential for flooding.

Number of Residents or Structures at Risk:

75 homes within the Buffalo Speedway drainage corridor sustained flood damage during Hurricane Harvey.

Proposed Mitigation Action:

As previously stated, the existing drainage system cannot convey a City design storm (two-year City of Houston storm event and checking it against a TxDOT two year storm event). This project proposes to leave the existing drainage system along Buffalo Speedway (ranging in size from 66" monolithic pipe to dual 66" monolithic pipe) in place and utilize the existing system as storage capacity for the proposed improvements. The proposed drainage system to convey a City design storm ranges in size from 66" RCP to dual 9'x8' RCB. Utilizing the old drainage system for storage and the proposed system improvement to convey runoff, Buffalo Speedway will be able to convey a City design storm event and mitigate impacts to the receiving stream (Poor Farm Ditch).

The proposed drainage system will begin at Bissonnet Street as a 66" RCP to allow the same rate of runoff currently received from the City of Houston to continue to drain into the proposed storm sewer improvements. However, improvements at the intersection of Holcombe Blvd. does include proper pipe sizing for the area in the City of Houston currently draining to Buffalo Speedway South of West University Place.

Background and Discussion:

The existing drainage system along Buffalo Speedway conveys drainage for approximately 475 acres (119 acres from the City of Houston). The current drainage system does not have the capacity to convey a City design storm (City of Houston two-years storm event). Structural flooding has occurred during previous disasters including Allison, Ike, Memorial Day and Harvey. Damage mapping of flooded homes from the Hurricane Harvey Event shows approximately 70% of homes that flooded during Hurricane Harvey event drain into the Buffalo Speedway Drainage System. Funding of this project would increase the drainage capacity and reduce the potential for flooding of these homes.

The City of West University Place is a participant/signatory to the Harris County Multi-Hazard Mitigation Plan and this action item was included in the 2015 MAP. The City plans to use TIP funding acquired from HGAC for the demolition and rebuilding of the roadway surface from Bissonnet Street to Holcombe Blvd. and is proposing to use HMGP funds along with bond funding to improve the Buffalo Speedway drainage system as stated above plus additional pavement replacement in City of Houston (Holcombe Blvd to St. Vincent).

List any technical studies in progress or completed?

75% of the Preliminary Engineering Report is completed including 2-D hydraulic modeling of effected areas in the City of West University and upstream and down stream effects on the receiving stream.

Will this project be requested as a Phased project? No If yes, indicate activities:

- ☐ Hydrologic & Hydraulic Final
- ☐ Engineering
- ☐ Design EO 11988

Will this project require any of the following: (check all that apply)

- ☒ Benefit Cost Analysis
- ☐ Environmental Historical & Environmental Preservation Review
- ☐ Other: _____

Provide the Estimated Period of Performance (POP). If this will be a phased project, identify each POP):

POP (or Phase I POP): 02/28/2021 Phase II POP: _____

Submit the completed application via email to TDEM-Mitigation@dps.texas.gov.

Please keep a copy for your files.



Texas Division of Emergency Management Recovery, Mitigation and Standards

Texas Hazard Mitigation Grant Program (HMGP) Notice of Intent (NOI) Form

FEMA Disaster #: DR-4332 Date: 02/19/2018

Applicant: City of West University Place

City: City of West University Place County: Harris State: TX

NOI Point of Contact (POC)

Name: Aaron Taylor Title: Fire Chief/ EMC

Phone: (713) 662-5836 Mobile: (832) 754-3933 Fax: (713) 662-5303

Email: ataylor@westutx.gov

Mailing Address

Street Address: 3800 University Blvd.

City: Houston State: Texas Zip: 77005

Assessment

Mitigation Action Plan (MAP) approval date: 07/27/2015

If NOT approved – Date submitted to State: _____

Is this specific project identified in the MAP? No

If YES, provide the page location of measure in MAP: _____

If NO, is this type of project identified in the MAP? Yes

Is Community in good standing with NFIP? Yes

Project Proposal

Estimated Project Cost: \$ 3,600,000.00

(Please provide a researched estimate for the total cost of the project.)

Funding Method for 25% Match:

Future bond funds

Proposed Project Area:

The Auden Street Drainage Improvements limits are on Auden Street from University Blvd. to Bellaire Blvd. The improvements consist of storm sewer improvements ranging from 42" RCP to 72" RCP and the replacement of 1/2 curb and gutter concrete street.

Damage History Related to Project:

The current drainage system does not have the sufficient capacity to convey a City design storm (City of Houston two-year storm event). Structures flooded during previous disasters including Tropical Storm Allison (2001), Hurricane Ike (2008), Memorial Day Flood (2015) and Hurricane Harvey (2017). Funding of this project would increase the drainage capacity and reduce the potential for flooding.

Number of Residents or Structures at Risk:

17 homes within the drainage area sustained flood damage during Hurricane Harvey.

Proposed Mitigation Action:

This proposed project is a regional drainage solution for two Cities. The City of West University Place and the City of Southside Place have previously partnered together and constructed a receiving drainage system along Bellaire Blvd to accommodate two separate two year drainage system from both communities. The drainage system on Bellaire Blvd outfalls into Poor Farm Ditch (HCFCD Unit D111-00-00) and included mitigation for impacts to Poor Farm Ditch for this proposed project. This project was completed in 2010.

As previously stated, the existing shared drainage system located along the City limit of both communities cannot convey a City design storm (two-year City of Houston storm event). This project proposes to leave the existing drainage system along the City limits in place to serve the majority of the drainage area in West University Place and install a new storm sewer system to serve the the remaining drainage area. The proposed system will be installed along Auden Street in Southside Place beginning as a 42" RCP at University and continue south on Auden to where it will outfall as a 72" RCP into the improved drainage system on Bellaire Blvd. This will provide both systems, the existing drainage and proposed drainage system, the capacity to convey a City design storm event for each community.

The City of West University and the City of Southside Place have discussed this project and benefits for both communities. Southside Place has stated they are interested in the project and will participate in the 25% match cost of this project.

Background and Discussion:

The existing drainage system along City limits of West University Place and the City of Southside Place conveys drainage for approximately 68.18 acres (34.72 acres from the City of West University Place and 33.46 acres from the City of Southside Place). The current drainage system does not have the capacity to convey a City design storm (City of Houston two-years storm event). Structural flooding has occurred during previous disasters including Allison, Ike, Memorial Day and Harvey. Funding of this project would increase the drainage capacity for both Cities and reduce the potential for flooding in the area.

List any technical studies in progress or completed?

The "Drainage Evaluation for Dead-End Street" study prepared by HDR Engineering, Inc and completed in July 2017 identified three solutions. The solution presented in this request is the selected option by City Council. Both the City of West University and the City of Southside Place are in favor of this project. Also, previous improvements along Bellaire Blvd have been approved by HCFCDD and included the improvements discussed in this funding request (No mitigation will be required to the receiving stream).

Will this project be requested as a Phased project? No If yes, indicate activities:

- ☐ Hydrologic & Hydraulic Final
- ☐ Engineering
- ☐ Design EO 11988

Will this project require any of the following: (check all that apply)

- ☒ Benefit Cost Analysis
- ☒ Environmental Historical & Environmental Preservation Review
- ☐ Other: _____

Provide the Estimated Period of Performance (POP). If this will be a phased project, identify each POP):

POP (or Phase I POP): 02/28/2021 Phase II POP: _____

Submit the completed application via email to TDEM-Mitigation@dps.texas.gov.
Please keep a copy for your files.



The City of West University Place

A Neighborhood City

CITY COUNCIL

Susan Sample, Mayor
Wayne J. Franklin, Mayor Pro Tem
Bob Higley, Councilmember
Kellye Burke, Councilmember Mardi
Turner, Councilmember

STAFF

M. Chris Peifer, City Manager
Alan Petrov, City Attorney
Thelma Gilliam, City Secretary

DRAFT

CITY COUNCIL ACTION MINUTES

The City Council of the City of West University Place, Texas, met in a workshop and regular session on **Monday, June 25, 2018**, in the Municipal Building, 3800 University, West University Place, Texas beginning at approximately **6:00 p.m.**

Workshop Agenda was as follows:

Call to Order. Mayor Sample called the meeting to order at approximately 6:00 p.m. in the Bill Watson Conference Room. Council and Staff in attendance were: Councilmembers Burke, Higley, and Turner, City Manager Peifer, Assistant City Manager/Public Works Director Beach, City Attorney Petrov, City Secretary Gilliam, and Police Chief Walker. Mayor Pro Tem Franklin was absent.

1. Citywide Drainage Study

Matters related to a city-wide drainage study. **Mr. Dave Beach, Assistant City Manager/Public Works Director**

ACM/Public Works Director Beach presented a PowerPoint laying out the results of the study and associated options on moving forward with the project. No action taken.

Mayor Sample adjourned the workshop at approximately 6:45 p.m.

The Regular Agenda was as follows:

Called Meeting to Order. Mayor Sample called the meeting to order at approximately 6:00 p.m. in the Council Chambers. Council and Staff in attendance were: Councilmembers Burke, Higley, and Turner, City Manager Peifer, Assistant City Manager/Public Works Director Beach, City Attorney Petrov, City Secretary Gilliam, Police Chief Walker, Finance Director Kalka, Treasurer Nicholson. Mayor Pro Tem Franklin was absent.

Pledge of Allegiance: Boy Scouts Andy Walsh with Troop 11, and Holt Brickley and Landon Stuart with Troop 266, led the Pledge.

Notice of Meeting: City Secretary Gilliam confirmed that the notice of the meeting was duly posted in accordance with the Texas Government Code, Chapter 551.

Regular Meeting Agenda items were as follows:

2. Public Comments

This was an opportunity for citizens to speak to Council relating to agenda and non-agenda items. Commenters were:

- Ray Viada, 17 Swallow Tail Court, spoke as a representative for resident Robert Grossman regarding the AT&T rezone application.
- Robert Grossman, 4103 Ruskin, spoke in opposition of AT&T's rezone application.
- Kevin Trautner, 6341 Belmont, spoke to propose amendments to the Code of Ordinances as it relates to leaf blowers.
- Deborah Culver, 4008, spoke in opposition of AT&T's rezone application.
- Bruce Watkins, 4220 Ruskin, spoke in opposition of AT&T's rezone application.
- Julie Ellis, 4004 Ruskin, spoke in opposition of AT&T's rezone application.
- Alida Drewes, 6112 Fordham, spoke on various issues.

3. Comprehensive Annual Financial Report

Matter related to the Comprehensive Annual Financial Report (CAFR). *Recommended Action: Discuss and take any desired action.* **Ms. Marie Kalka, Finance Director and Laura Ham, Belt Harris Pechacek, LLLP**

Councilmember Higley moved to accept the CAFR as presented. Councilmember Turner seconded the motion. **MOTION PASSED.**

Ayes: Sample, Burke, Higley, Turner
Noes: None
Absent: Franklin

4. Graphic Designer Services Contract

Matters related to awarding a contract for graphic designer services. *Recommended Action: Award contract for graphic designer services to Minor Design and authorize the City Manager to execute the contract for a term of five years with the potential of three (3) one-year extensions.* **Mr. Dave Beach, Assistant City Manager/Public Works Director**

Councilmember Burke moved to approve the contract with Minor Design and authorize the City Manager to execute the contract for a term of five years with the potential of three (3) one-year extension. Councilmember Turner seconded the motion. **MOTION PASSED.**

Ayes: Sample, Burke, Higley, Turner
Noes: None
Absent: Franklin

5. Consent Agenda

All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council member requests in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

A. City Council Minutes

Approve City Council Action Minutes of June 11, 2018. *Recommended Action: Approve Minutes.* **Ms. Thelma Gilliam, City Secretary**

B. Resolution Naming TexPool Representatives

Matters related to a resolution amending the City's authorized representatives at TexPool and authorizing such representatives to conduct transactions for the investment of City funds. *Recommended Action: Approve resolution amending the City's authorized representatives to TexPool.* **Ms. Marie Kalka, Finance Director**

Councilmember Higley moved to approve the Consent Agenda as presented. Councilmember Burke seconded the motion. **MOTION PASSED.**

Ayes: Sample, Burke, Higley, Turner
Noes: None
Absent: Franklin

6. **Adjourn**

With no other matters before Council, Councilmember Higley moved to adjourn the meeting at approximately 7:35 p.m. Councilmember Burke seconded the motion. **MOTION PASSED.**

Ayes: Sample, Burke, Higley, Turner
Noes: None
Absent: Franklin

Prepared by: Thelma A. Gilliam, TRMC, City Secretary

Council Approval Date